

CONFIDENTIAL

DD/A REGISTRY

FILE: Security

DD/A 81-1132/1

3 JUN 1981

MEMORANDUM FOR: Chief, Acquisitions Branch
Office of Central Reference

FROM: [REDACTED]
Acting Executive Officer
DDA

SUBJECT: Subscription Renewals - Calendar Year 1982 (U)

REFERENCE: Your Memorandum dated 29 May 1981,
Same Subject

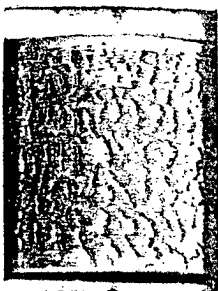
1. As requested in reference, the attached list of subscriptions has been reviewed for renewal during the Subject period. This revalidation was conducted with both the needs of the office and minimal costs in mind. Annotations or cancellation notes are included where necessary. (U)

2. As I will shortly be leaving this office, please contact [REDACTED] at DDA/MS, 7C18 Hqs or on extension [REDACTED] if you have any additional inquiries. (C)

Attachment:
As Stated

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

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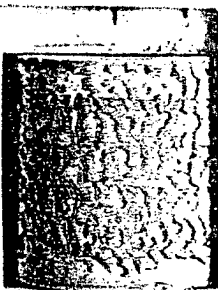


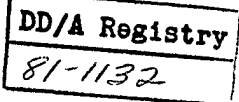
Distribution:

Orig - Addressee

~~1~~ - DDA/MS Subject

1 - DDA/MS Chrono





29 May 1981

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MEMORANDUM FOR:
Executive Officer
DDA

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FROM :
Chief, Acquisitions Branch
Office of Central Reference

SUBJECT : Subscription Renewals - Calendar Year 1982

1. The attached computer listing represents all the open-source subscriptions (newspapers, periodicals, annual reports and yearbooks) currently ordered for your office through OCR/Acquisitions Branch. Titles requested after the first of May may not appear. (AIUO)

2. Please have members of your staff closely review and revalidate their subscription requirements for Calendar Year 1982 and return one copy of the list to us, reflecting any corrections, deletions or changes. For your convenience there is also attached a key to the format of the listing. (AIUO)

3. Please take particular notice of the unit cost column and bear in mind that inflation has raised and sometimes doubled costs, particularly those publications which originate outside of the US. Gratis or minimal cost items should also be considered in light of increased pouching and processing costs. In addition, many reorganizational changes have recently taken place and we ask that you give careful attention to office designations and make sure that they are both correct and uniform. (C)

4. In order to meet various deadlines imposed on Acquisitions Branch by both US and foreign vendors, it is imperative that one copy of this list be returned to us by 15 June 1981. I would appreciate it if you would personally review and sign the list after your staff members have made their decisions. The name and extension of one person to whom inquiries could be addressed would also prove useful. (C)

5. Thank you in advance for what I'm sure will be your prompt attention. (U)

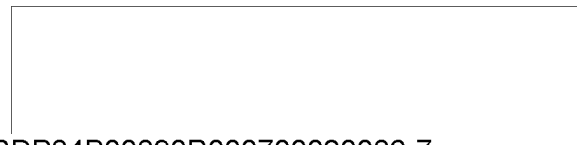
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Attachments:
As stated

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KEY TO SUBSCRIPTION LIST FORMAT

The column headings for the computer list are as follows:

TITLE:	Title of Publication
OFFICE:	Office designation
SUB#:	Number of subscriptions ordered by one method of shipment. See "S" below.
UNIT\$:	Price of single subscription in US dollars
TOTAL\$:	Total cost of the subscription
P:	Periodicity of the publication. 1 = daily or annually 2 = weekly or biennially 3 = monthly or triennially 4 = quarterly 5 = semi-weekly 6 = semi-monthly, biweekly or fortnightly 7 = bimonthly 8 = semi-annually 9 = irregular
SEQ#:	Computer code for this order
PD:	Computer code for source of publication
S:	Method of shipment. A = Air Pouch S = Surface Pouch C = Commercial Airmail D = Direct Shipment
T:	Computer code for type of publication
RD:	Computer code for reorder date
IDENT#:	Your office identification number

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4 = quarterly
5 = semi-weekly
6 = semi-monthly, biweekly or fortnightly
7 = bimonthly
8 = semi-annually
9 = irregular

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26 MAY 1981									
PAGE 001									
TITLE	OFFICE	#SUB	UNITS	TOTALS	P	SEQ#	PD	S	T RD IDENT#
COMPUTER SECURITY JOURNAL	DDA/IHSA	01	0040	0040	8	H56871	88	1	7000
COMPUTERWORLD	DDA	01	0036	0036	2	055835	72	3	12 7000
CONGRESSIONAL DIRECTORY	O/DDA	01	0004	0004	1	H11314	14	1	19 7000
CONGRESSIONAL STAFF DIRECTORY & ADVANCE LOCATOR	DDA	01	0034	0034	1	H34621	25	1	19 7000
DATAHATION	O/DDA	01	0032	0032	3	056505	72	3	12 7000
DEPARTMENT OF DEFENSE TELEPHONE DIRECTORY	DDA	01	0002	0002	4	004938	14	3	40 7000
DEPARTMENT OF STATE TELEPHONE DIRECTORY	O/DDA	01	0002	0002	4	025020	14	3	40 7000
DEPARTMENT OF STATE TELEPHONE DIRECTORY	SSA/UDA	01	0002	0002	4	038786	14	3	40 7000
ELECTRONIC DESIGN	H/UDA	01	0040	0040	6	033292	72	3	12 7000
FEDERAL EMPLOYEES ALMANAC	O/DDA	03	0002	0006	1	H39748	10	1	74 7000
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DCR/CIA									

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PAGE 002									
TITLE	OFFICE	#SUB	UNITS	TOTALS	P	SEQ#	PD	S	T RD IDENT#
FEDERAL TRAVEL REGULATIONS HANDBOOK W/UPDATES	DDA/SSA	01	0025	0025	9	D44306	14	3	10 7000
KEY OFFICIALS OF FOREIGN SERVICE POSTS	SSA-DDA	20	0005	0100	4	051012	11	3	10 7000
MANAGEMENT	DDA	01	0001	0001	4	054976	14	3	12 7000
MANAGER'S HANDBOOK	DDA	01	0006	0006	1	H54920	11	1	91 7000
NEW YORK TIMES MONDAY-FRIDAY	O-DDA	01	0005	0005	1	H36396	95	1	2 07 7000
PERFORMANCE	DDA	01	0007	0007	7	084037	11	3	12 7000
PROTOCOLS & TECHNIQUES FOR DDD COMMUNICATIONS NETWORK	DDA/SSA	11	0005	0005	11	084037	11	3	12 7000
PERSONAL REPORT FOR THE EXECUTIVE	O/DDA	01	0040	0040	6	035160	25	3	12 7000
STATE	DDA/SSA	01	0013	0013	3	005758	11	3	10 7000
TIME	O/DDA	01	0031	0031	2	D48888	95	3	10 7000
UNITED STATES GOVERNMENT MANUAL	O/DDA	01	0001	0001	1	H11752	14	1	74 7000
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DCR/CIA									

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PAGE 003									
TITLE	OFFICE	#SUB	UNITS	TOTALS	P	SEQ#	PD	S	T RD IDENT#
WASHINGTON POST MONDAY-FRIDAY	DDA	01	0039	0039	1	H14029	95	1	2 07 7000
WASHINGTON STAR NEWS MONDAY-FRIDAY	DDA	01	0019	0019	1	H38005	91	1	2 07 7000
WORLD ALMANAC	O/DDA	01	0004	0004	1	H11825	95	1	19 7000
TOTAL ENTRIES = 23									
TOTAL NUMBER OF SUBSCRIPTIONS = 44									
TOTAL COST = 549									
CONFIDENTIAL									
DCR/CIA									